

# RHODE ISLAND DEPARTMENT OF CORRECTIONS

## COVID-19 Quarantine and Isolation Protocols Last Updated 10/29/2020

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Please be advised that the information contained in this document changes rapidly. As a result, this document is updated often; therefore, you should ensure no changes have been made since you last referenced or printed it.

Also, please keep in mind that RIDOC determines quarantine, isolation and testing decisions based on RIDOH and CDC guidelines and recommendations; ***however***, RIDOC is unique as it is considered a congregate living setting and has a varied nature of work that employees conduct on a daily basis, thus there are multiple factors that contribute to this decision making. RIDOC routinely consults with the RIDOH to determine the best course of action based upon these factors and the individual circumstances surrounding an exposure. ***Your situation and circumstances are not the same as anyone else's; therefore, many decisions are made on a case-by-case basis.***

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## QUARANTINE PROTOCOLS

For all staff required to quarantine, supervisors will determine the type of time required to be charged (personal/sick/vacation or administrative leave) and whether job duties can be conducted through telework.

Quarantine for 14 days is required for people who have:

- had contact with someone who tested positive for COVID-19
- traveled (for more than 24 hours) to a COVID "hot spot"
- been advised to quarantine by the Rhode Island Department of Health (RIDOH), the Disability Management Unit (DMU) or a medical professional

### Quarantine for First Responders

The following protocols are for Correctional Officers (CO's) and nursing staff **only** who have been in contact with someone who tested positive for COVID-19, who have traveled (for more than 24 hours) to a COVID "hot spot," or who have been advised by the RIDOH or a medical professional to quarantine **but are not currently exhibiting symptoms** themselves.

- Notify your supervisor of your need to quarantine.
  - Supervisors shall notify, via email, the designated person who is tracking staff quarantine and isolation information.
- First responders ***shall continue to report to work during their quarantine period.***
  - First responders must wear K/N95 masks while at work during their quarantine period.
  - A COVID-19 symptoms check shall be performed 2x during each shift.
- First responders must quarantine when outside of work (no public transportation, no shopping, quarantine from family members etc.).
- A COVID-19 test must be done no sooner than day 12 of quarantine.
  - The test should be done in the community or you can schedule a drive-up test at the RIDOC by emailing your request **at least 3 days in advance** to [doc.covidquestions@doc.ri.gov](mailto:doc.covidquestions@doc.ri.gov). Please include:
    - Full name

- Date of Birth
- Address
- Mobile phone number
- Date of last exposure to COVID-19
- The COVID-19 test must be a viral test and **cannot** be a rapid test or an antibody test.
- *If you are tested in the community*, you must send your supervisor a copy of the negative test result.
- Once your supervisor receives the negative test result, he/she shall forward the result to [doc.covidquestions@doc.ri.gov](mailto:doc.covidquestions@doc.ri.gov), which will be securely stored.

If you receive a positive COVID-19 test result, or you develop symptoms at any time during quarantine, please follow the [isolation protocols](#) section below.

### Quarantine for Staff (Non-First Responders)

The following protocols are for individuals who are not first responders **and** who have been in contact with someone who tested positive for COVID-19, who have traveled (for more than 24 hours) to a COVID “hot spot” or who have been advised by the RIDOH or a medical professional to quarantine **but** are **not currently exhibiting symptoms** themselves.

- Notify your supervisor and the Disability Management Unit (DMU) of your need to quarantine.
  - Supervisors shall notify the designated person who is tracking staff quarantine and isolation information.
- You must quarantine for 14 days from the last day of contact.
- In order to return to work on your Eligible Return to Work Date you must provide your supervisor with a copy of a COVID-19 negative test result **prior to returning to work**. You **cannot** test earlier than day 12 of quarantine.

- It is strongly suggested that you test on day 12 in order to ensure the greatest chance of getting the results back before your Eligible Return to Work Date.
- If your test date is sooner than day 12, even if your test is negative, your supervisor **cannot** authorize you to return to work; you will need to re-test no sooner than day 12.
- The COVID-19 test must be a viral test and **cannot** be a rapid test or an antibody test.
- The test should be done in the community or you can schedule a drive-up test at the RIDOC by emailing your request **at least 3 days in advance** to [doc.covidquestions@doc.ri.gov](mailto:doc.covidquestions@doc.ri.gov). Please include:
  - Full name
  - Date of Birth
  - Address
  - Mobile phone number
  - Date of last exposure to COVID-19
- *If you are tested in the community, you must send your supervisor a copy of the negative test result.*
- Once your supervisor receives the negative test result, he/she shall forward the result to [doc.covidquestions@doc.ri.gov](mailto:doc.covidquestions@doc.ri.gov), which will be securely stored.
- Your supervisor may clear you to return to work on your Eligible Return to Work date once he/she receives the negative result; however, **you must complete your 14-day quarantine** (even with a negative test result).
- If you do not return to work on your scheduled return date, your supervisor shall send an email to the designated person who is tracking staff quarantine and isolation information with responses to the following questions, as applicable:
  - Why didn't the individual return to work as scheduled?
  - What, if any, is the new return to work date?
  - If the individual is eligible to telework, will they be?

**Please Note:** If your scheduled return to work date is on one of your regular days off, you do not need to report to work until your next regularly scheduled workday.

If you receive a positive COVID-19 test result, or you develop symptoms at any time during quarantine, please follow the [isolation protocols](#) section below.

## HOW TO CALCULATE A 14-DAY QUARANTINE

Your Quarantine Start Date is the ***day after the last date of contact*** you had with someone who has COVID-19 symptoms or who tested positive for COVID-19, or from the date you return from travel (for more than 24 hours) to a COVID "hot spot." Your Quarantine End Date would be 14 days from the start date. Your earliest Eligible Return to Work Date would be the day after the 14<sup>th</sup> day (or day 15).

### Example 1:

- Last Date of Contact is the 1<sup>th</sup>
- Quarantine Start Date is the 2<sup>st</sup>
- Quarantine End Date is the 15<sup>th</sup>
- Eligible Return to Work Date is the 16<sup>th</sup>

### Example 2:

- Last Date of Contact is the 7<sup>th</sup>
- Quarantine Start Date is the 8<sup>th</sup>
- Quarantine End Date is the 21<sup>st</sup>
- Eligible Return to Work Date would be the 22<sup>nd</sup>

### Example 3:

- If you live with someone who tested positive on the 1<sup>st</sup> and did not isolate from them, you must quarantine for 24 days beginning on the 1<sup>st</sup>
- Their last day of isolation is the 10<sup>th</sup>
- Your Quarantine continues from the 11<sup>th</sup>
- Quarantine End Date is the 24<sup>th</sup>
- Eligible Return to Work Date would be the 25<sup>th</sup>

## ISOLATION PROTOCOLS

**No one shall enter any RIDOC facility who is COVID-19 positive or has COVID-19 like symptoms.**

For all staff required to isolate, supervisors will determine the type of time required to be charged (personal/sick/vacation or administrative leave) and whether job duties can be conducted through telework.

- Isolate for **at least** 10 days from test date OR start of symptoms, whichever is earlier.
- Notify your supervisor
  - Supervisors shall notify the designated person who is tracking staff quarantine and isolation information.
  - Provide your supervisor with the shift(s) and location(s) you have worked in the 48 hours prior to your test being done or your symptoms starting and the names of anyone you have been in close contact with.
  - Contact tracing information must be sent to your supervisor as soon as possible after you receive a positive test result and/or you develop symptoms.
- Notify your primary care physician (PCP)

In order to return to work on your Eligible Return to Work Date you must **not** have a fever while **not** taking fever reducing medications for at least 48 hours **and** provide your supervisor with a copy of a COVID-19 negative test result prior to returning to work.

- You can get retested any time after the initial positive test **but** must continue to isolate for 10 days.
- The COVID-19 test must be a viral test and **cannot** be a rapid test or an antibody test.
  - You must get tested at a community testing site
  - **You may not enter DOC facilities to get re-tested**
  - If you are unable to secure a testing appointment in the community, you may request to schedule a drive-up test at RIDOC by emailing your

request **at least 3 days in advance** to [doc.covidquestions@doc.ri.gov](mailto:doc.covidquestions@doc.ri.gov).

Please include:

- Full name
  - Date of Birth
  - Address
  - Mobile phone number
  - Date of last exposure to COVID-19
- If you are tested in the community, you must send your supervisor a copy of your negative test result. Once your supervisor receives the negative test result, he/she shall forward the result to [doc.covidquestions@doc.ri.gov](mailto:doc.covidquestions@doc.ri.gov), which will be securely stored.
- Your supervisor may clear you to return to work on your Eligible Return to Work date once the negative result is received; however, if you continue to test positive after 10 days of isolation, you must:
    - get clearance from your PCP to return to work in a congregate living setting, **OR**
    - isolate for a total of 20 days
  - If you do not return to work on your scheduled return date, your supervisor shall send an email to the designated person who is tracking staff quarantine and isolation information with responses to the following questions, as applicable:
    - Why didn't the individual return to work as scheduled?
    - What, if any, is the new return to work date?
    - If the individual is eligible to telework, will they be?

**Please Note:** If your scheduled return to work date is on one of your regular days off, you do not need to report to work until your next regularly scheduled workday.



Q&I QUICK REFERENCE CHART	Quarantine		Positive COVID-19 Test		COVID-like Symptoms
	Work during quarantine?	Test no sooner than day 12 of quarantine?	Isolate at home for 10 days?	Need a negative test or medical note prior to returning to work?	Isolate at home pending test results?
<b>First Responders</b>	Yes	Yes	Yes	Yes	Yes
<b>ACI Staff (non- first responders)</b>	No*	Yes	Yes	Yes	Yes

\*may telework if his/her job duties can be conducted through teleworking and his/her supervisor approves.